

## **SHERIFF'S INVESTIGATIVE SPECIALIST**

### **DEFINITION:**

Under immediate supervision, to perform non-sworn office and limited field duties in support of homicide and general investigations; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Sheriff's Investigative Specialist is a paraprofessional investigator class allocated to the Sheriff's Department. Sheriff's Investigative Specialists perform a wide variety of clerical and administrative support work, such as documents research, background checks and telephone work, for sworn personnel acting as primary investigators in homicide and other investigations in the Central Investigations Unit. Incumbents also perform limited field duties such as witness identification and location. This class differs from the Investigative Specialist class series, found only in the District Attorney's Office, in that the latter are responsible for interviewing complainants and defendants in criminal and civil cases in order to determine qualification for processing by the District Attorney. This class differs from other investigator classes series, in that the latter are professional investigators who conduct independent field investigations and surveillance operations, interview suspects and/or witness, participate in the arrest and prosecution of suspects, prepare official investigation reports and testify in court.

### **EXAMPLES OF DUTIES:**

Obtains documents, statements, records, and other facts from governmental and private agencies; performs background checks on suspects, victims and witnesses via telephone, interviews, computer checks, and/or review of appropriate documentation; conducts canvas interviews of neighborhoods to identify and locate potential crime witnesses for primary investigators to interview; locates and contacts individuals and organizations to secure information and disseminate relevant information to appropriate Deputy Sheriffs, Lieutenants, and/or Sergeants; maintains confidentiality of sensitive information and correspondence; performs a wide variety of office duties in support of investigations such as preparing form letters, recording measures taken to locate suspects, and running record checks on suspects; collates and assembles investigative packages and "murder books" prepared by investigative officers for record keeping; schedules witnesses/suspects for interviews and/or court appearances; assists Deputies in the preparation of files for court and during trial proceedings; makes travel arrangements and transports witnesses; tracks items of physical evidence, such as firearms, vehicles, structures, and other items from time of seizure to final disposition; and performs related duties.

### **MINIMUM QUALIFICATIONS:**

#### **General Knowledge of:**

- Investigation procedures including the gathering, recording, and preservation of evidence.
- California rules of evidence.
- Investigative confidentiality requirements.
- Investigative report content and format.
- Law enforcement computer access.
- Personal computers (PC) functions.

**Skills and abilities to:**

- Establish and maintain effective working relationships with associates, outside agencies, and the general public.
- Communicate effectively, orally and in writing.
- Collect and verify information by letter, telephone, and/or computer records.
- Interact and communicate with contentious, difficult individuals in a professional, tactful manner.
- Prepare letters, memos, and written documents.
- Maintain logs, records, and files.
- Utilize and operate office and computer equipment necessary to perform work.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience which demonstrate possession of the knowledge and skills stated above. Examples of such education/ experience are:

1. One (1) year of investigative experience which included conducting interviews with the public, collecting and verifying information, and use of confidential, restricted and/or law enforcement records in a law enforcement, criminal justice, social services, tax collector or related, public agency setting; OR,
2. Associates of Arts degree in Evidence Technology, Criminal Justice, or a closely related field; OR,
3. One (1) year experience as an investigator or claims representative for agencies such as insurance companies or legal offices.

**NOTE:** General clerical experience is not considered qualifying.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Working Conditions:**

Subject to occasional evening and weekend work.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).